

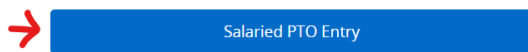
Submitting a Monthly Salaried PTO Entry report:

- * You must still submit a monthly Salaried PTO Entry report even if you do not have any time off to report for that month.
- * You may only submit one Salaried PTO Entry report per month so ensure that all your time for that month is reflected prior to submitting.

Step 1: Log into [InsideTrack](#), and then select the Employee tab.



Step 2: Click on Employee Self-Service and then go to the **My Activities** section on the right and click on **Salaried PTO Entry**.



Step 3: Click into the calendar date box that you would like to add your time off for. Note that only dates with a green line under it can have time added.

Salaried PTO Entry


Approvals Hourly Time Entry Salaried PTO Entry

May 2024 Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 7.50 Hours CLICK!	17 5.00 Hours CLICK!	18 CLICK!
19	20 7.50 Hours	21 7.50 Hours	22	23 4.00 Hours CLICK!	24 7.50 Hours CLICK!	25 CLICK!
26 CLICK!	27 7.50 Hours CLICK!	28 CLICK!	29 CLICK!	30 CLICK!	31 CLICK!	1

Step 4:

- **If no vacation/sick time to report:** You must still submit a Salaried PTO Entry report even if you do not have any exception time (e.g., vacation or sick time) to report. If you didn't take any time off, skip to Step 8.
- **If there is vacation/sick time to report:** Review your Leave Balance on the top right of the screen to ensure that you have enough time off to use.

 **Leave Balances**

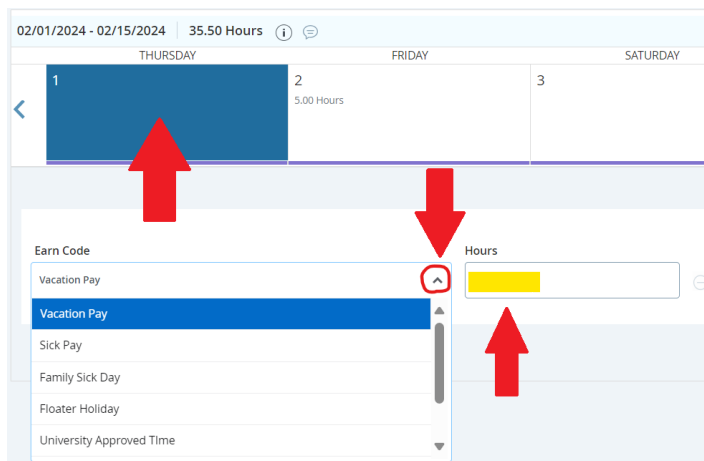
Employee Leave Balance ✕

Leave Balances as of 04/02/2024

Vacation Time		Sick Time	
Beginning Balance	53.48	Beginning Balance	73.50
Banked	0.00	Banked	0.00
Earned	93.44	Earned	56.00
Taken	50.00	Taken	7.50
Vacation Time in hours	96.92	Sick Time in hours	122.00

Step 5: Click into the box for the date in which you would like to report time off. In the Earn code dropdown, select the appropriate earning code (e.g., vacation, sick) and then the corresponding daily total.

- Tip: For a full day Mon-Thu it is typically 7.5 hours; and 5 hours for Fri.



02/01/2024 - 02/15/2024 | 35.50 Hours ⓘ

THURSDAY FRIDAY SATURDAY

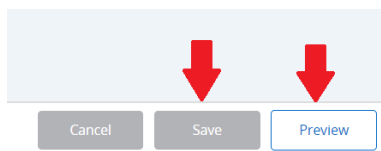
1 2 (5.00 Hours) 3

Earn Code: Vacation Pay (selected)

Hours: [Input field]

Step 6: At the bottom-right of the screen, hit **Save**.

Step 7 – ONLY AFTER ADDING IN ALL PTO ENTRIES FOR THE MONTH: Once you are ready to submit your Salaried PTO Entry report, click on “Preview”. You can only submit ONCE per month!



Cancel Save Preview

Step 8: Review your entries (if any), add a comment (if preferred) and then click on **submit**.

██████████ ██████████


Payroll and Time Specialist, CS9773-00, Y, 821201, University Human Resources

Pay Period: 03/16/2024 - 03/31/2024 | 7.50 Hours | **Pending** Submitted On 03/26/2024, 08:33 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/26/2024	VAC, Vacation Pay	1	7.50 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
VAC, Vacation Pay	1		7.50		7.50 Hours
Total Hours			7.50		

Routing and Status	
Name	Action
	Originated On 03/25/2024, 02:52 PM by ██████████
	Submitted On 03/26/2024, 08:33 AM by ██████████
	Approve by 04/19/2024, 11:59 PM
██████████	Pending Approval



Return Submit

Note that your status changed from “ **In Progress** ” to “ **Pending** ”.

If you already submitted but need to make an adjustment, then you may attempt to recall prior to manager approval by hitting Return and then “Recall Salaried PTO Entry” report.

If it is too late to make an adjustment due to the Salaried PTO Entry report being in “Completed” status, complete a [Time Adjustment Form – TAF](#). Send to your Approving Manager for approval, email the approved form to payrollservices@yu.edu.

Accruals:

You will accrue vacation and sick time on every pay date. However, the time-off taken that you add to your Salaried PTO entry report will be applied to your leave balances only once you submit it and your manager subsequently approves it.